

Failure to Abate Violations on Inspections in IMIS

If you need to issue a FTA on an inspection that was originally done in IMIS, you will need to recreate the original IMIS inspection in OIS so you can issue the FTA violations.

1. Create an inspection in OIS and enter the ORIGINAL inspection information into OIS as closely as you can to the original inspection. Also include the original IMIS number in the "Optional Report Number" field on the "CSHO Info" tab.
2. Immediately after creating the Inspection and saving it final, email Joshua Moore – moore.joshua@dol.gov - and provide the OIS generated inspection number AND the original IMIS inspection number. It is critical this notification is sent ASAP so this inspection does NOT show up on the Public page.
3. Next enter in the original violations that you will be citing FTAs on. You will need to enter these as similar as possible to the Final Order version of the original violations. You will only need to enter in the original violations that you will be citing a FTA on. The other violations do not need to be entered in. Make sure the abatement due date is the same as the IMIS inspection.
4. Generate the original violations as a citation with the same issuance date as the original IMIS citation. Now enter in the receipt date and Final Order date on the violations.

You have now recreated the original IMIS inspection in OIS and will now be able to create and issue the FTAs.

1. Create the Follow Up inspection in OIS as you normally would if you have not done so already.
2. On the Related Activities tab of the Follow Up, relate your follow up inspection to the recreated IMIS inspection, using the OIS number produced in the previous steps.
3. Enter in all your new violations.
4. Create your FTA violations by clicking on the "+ FTA" and following the normal procedures for creating and entering FTA violations.

You are now at the point where you can generate the FTA citations.

1. Navigate to the original inspection which is the recreated IMIS inspection.
2. Generate the FTA violations following your normal procedures for issuing FTA citations ensuring you use the appropriate template.
3. Open the citation that was generated and note that the FTA citation likely lists the original inspection number as the recreated OIS number. For accuracy purposes and legal

sufficiency, you will need to replace the OIS number of the original inspection on the citation with the IMIS number from the original inspection. A "find and replace" in word can be used to do this. Save the updated citation and make sure you upload the modified citation back into OIS.

4. Follow you normal procedures for sending citations.

You will now treat and process both the Original inspection and Follow up in OIS the same way you would any other inspection. Both inspections will show up on reports and will allow you to enter abatement, payments, ISA, Contests, etc.

When the FTA violations become Final Order, you will need to contact _____ to initiate the process of getting the FTAs to show up on the Public Page website and inserted in the Oracle Database.

After the Original Inspection with the FTAs is complete and ready to close, you will again need to notify Joshua Moore – moore.joshua@dol.gov that the case is ready to be closed. The IMIS inspection number will be added to the "Legacy Case ID field" on the OIS inspection in the database. This will effectively hide this inspection from all reports in OIS and the public page. This is acritical step because we do not want duplicate cases to show up on reports and the public page. This step prevents that from happening.

You will also need to close the inspection in the Oracle Database following the standard procedures you normally would.